



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

COVID-19 Emergency Town Council Meeting
Public Teleconference

**COVID-19 Emergency Town Council Meeting: March 27, 2020
(Conducted via teleconference)**

MINUTES

Call to Order – Mayor Kacky called the meeting to order at 5:08 PM. Present were Councilmembers Gerilee Bennett, Stephen Paczkowski, Phil Schulp, and Hans Wegner. Also present were Town Manager Andrea Fox, Bugle Reporter Ed Lincoln, and approximately seven Town residents.

Mayor's Opening Remarks – Mayor Kacky emphasized that the coronavirus (COVID-19) pandemic has made for unusual times, which require unusual measures.

Approval of Agenda – The agenda was unanimously approved.

Approval of Minutes – The March 20, 2020 COVID-19 Emergency Meeting minutes were amended to add the words “automatic” before ADA door. The minutes were unanimously approved as amended.

New Business – COVID-19 & Garrett Park

- *FY21 Budget Timeline* – The FY21 budget work session planned for March 30th is cancelled. The goal is to send Council the draft FY21 budget by April 13. The next regular Town Council meeting is April 20. There is a requirement to adopt the budget 30 days before the new fiscal year. Different scenarios are being explored now.
- *Town Volunteers* – Calls with elderly residents seem to be going well. The mail delivery idea will be raised with the volunteers who are calling elderly residents. The group of health experts that would aggregate information on COVID-19 is still forming.
- *2020 Local Election* – Options for how to handle the local election are under consideration and in discussion with the Town Attorney and Town Manager. The decisions of other towns are being researched. Council will receive an Ordinance for review by April 3.
- *Town Office Update* – A shipment of hand sanitizer isn't expected until mid-May. At the Post Office, blue tape has been placed on the floor to encourage social distancing. Town staff are speaking with a vendor about installing an automatic ADA door, and there's a new coronavirus webpage on the Town's website under the Government tab.
- *Town Emergency Communications* – The draft communications protocol is a merger of an Emergency Communications Plan and a Continuity of Operations Plan. There was discussion to split the document into separate components.

- Councilmember Bennett would like to discuss SRTS Project Management during this state of emergency at the next meeting. She will propose a draft resolution. There were differing perspectives on whether this is needed.

Questions from Residents

- A resident asked about foregoing parking enforcement and instead having Penn Place professionally cleaned. It was explained that the Parking Enforcement Officer has been offered and accepted a position but hasn't started yet. Town Staff are awaiting a quote for a special cleaning of Penn Place and Town Hall.
- A resident asked if the election judges approve of the election changes. It was explained that Town Staff and the Chief Election Judge are in regular communication exploring different options.

Mayor Kacky adjourned the meeting at 6:17 PM.



Signed,

Andrea Fox

Andrea Fox, Clerk/Treasurer